**POSITION:** Environmental Services Technician (Non-Exempt)

**DEPARTMENT:** Environmental Services

**Position Purpose**

The Environmental Services Technician is responsible for the cleaning and sanitizing all patient care areas and public areas in the organization. All services are provided in a professional manner and reflected through service excellence unrestricted by considerations of social or economic status, personal attributes or the nature of health problems. Adherence to policies of all regulatory bodies is expected.

**POSITION REQUIREMENTS**

**Education:** Four (4) hours of educational training related to Orthopedic Service Line annually to include Hip & Knee Replacement, Shoulder Surgery, and Spine Surgery

**Licenses and/or Certification:** None Required

**WORKING RELATIONSHIPS**

**Position reports to:** Environmental Services Manager

**Interpersonal Relationships:** As a representative of Park Place Surgical Hospital, all comments, attitudes and behavior have a direct effect on the facility’s image and perceptions of quality service. Interaction with patients, families, physicians, co-workers, vendors, etc. must be in a manner that is friendly, supportive, courteous, respectful, cooperative and professional. The behavior should promote an atmosphere of teamwork, which is congruent with facility standards and guidelines to promote positive relations. In order to prevent fraud and abuse of Federal and/or State statues, all duties and actions will be performed within the organizational Corporate Compliance Plan and the Code of Ethics.

**Responsibilities include the following**

* Performs sanitizing and disinfecting work throughout the hospital, including but not limited to patient care areas, exam rooms, waiting rooms, restrooms, offices, meeting rooms, staff lounges, and operating rooms
* Performs general cleaning task such as but not limited to trash/recycling/biohazard removal, dusting, et wiping, glass cleaning, vacuuming, spotting, polishing and mopping
* Adds and performs sections of ‘Detail Cleaning’ such as wiping ceiling vents, high/low dusting, wiping furniture, edge vacuuming and baseboard cleaning
* Performs basic equipment cared, checks for wear and damage on assigned equipment
* Complies with department Quality Control Reports and makes corrections to work quality quickly
* Must stay current and knowledgeable on proper disinfection practices and infection control requirements by following PPSH standards and techniques for infection reduction
* Observes and inspects and inspects assigned areas for maintenance and security needs and reports needed repairs as soon as possible
* Keeps paper and chemical supplies stored in work rooms neat and organized. Keeps housekeeping cart clean and stocked
* Follows the rules and intent of the department’s regulations and safety guidelines
* Periodically will participate in meeting room set-ups for events, setting up tables, chairs and various items
* Performs other duties as assigned

**Physical Demands:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Percentage of Work Time** | **1-33%** | **34-66%** | **67-100%** |
| Standing/Walking |  |  | \* |
| Sitting | \* |  |  |
| Twisting |  | \* |  |
| Lifting/Carrying |  |  | \* |
| Pushing/Pulling |  |  | \* |
| Climbing (ascending/descending) | \* |  |  |
| Bending/Stooping |  |  | \* |
| Using arm muscles frequently or for extended periods |  |  | \* |
| Using leg muscles frequently or for extended periods |  |  | \* |
| Using back muscles frequently or for extended periods |  |  | \* |
| **Lifting Requirements** |  |  |  |
| 2-10 pounds |  |  | \* |
| 11-20 pounds |  |  | \* |
| 21-30 pounds |  |  | \* |
| 31-40 pounds |  | \* |  |
| 41-50 pounds |  | \* |  |
| 51 pounds or more |  | \* |  |

* Bending, pushing, pulling, and lifting equipment of various weights and sizes
* Frequently required to lift and /or move up to 25 pounds
* Occasionally required to lift and /or move up to 50 pounds of department supplies and equipment
* Occasionally may need to move supplies or equipment over 75 pounds
* Walking and standing most of the time
* One must exhibit good communication skills
* One may be subject to unpleasant odor and sights and may require the wearing of Personal Protective Equipment (PPE) as some tasks involve exposure to blood, body fluids or tissues
* Good speech, hearing and sight (including visual acuity and color perception) and sense of smell are essential

Disclaimer: While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (example- emergencies, staffing changes, etc.)

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rev 04/14/2021